

Policy Number

3.1

SCHOOL COUNCIL POLICY

Ohio County School District

Ohio County High School

Policy Type (Check One)

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Council Operations

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School Operations

POLICY TOPIC DESCRIPTION

Registration – Class Changes

POLICY STATEMENT

Pre-registration will be conducted during the month of February for the next school year. Students have until June 1 to make adjustments in their choices of classes.

All teachers and students shall have a tentative schedule completed by the last day of each school year.

Approximately two (2) weeks before the opening of the fall semester, students will be able to pick up their schedules. Between this date and the first day of classes, students will be able to request changes in their class schedules. No schedule changes should be necessary except in cases of conflict when school opens in August. Any necessary changes must be completed within the first ten (10) days at the beginning of each semester. No classes may be entered after that date and any class dropped after that date must have the approval of the teacher and the parent/guardian of the student and must be in the best interest of the student. Students who must make changes should present a written request within five (5) days of the beginning of each semester (signed by parent/guardian) to the counselor who will complete the proper forms. All teachers in the classes being dropped and/or added must sign this form, then this form must be returned to the guidance office. Any class change will not become effective until the signed paperwork is returned to the guidance office.

Date Adopted _____ 3-16-99 _____

Date(s) Amended _____

Council Chairman